

Considerable gratitude and credit is given to Pennsylvania DeMolay
for the preparation of this guide.
Thomas R. Labagh, Executive Officer

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www.demolay.org
The website of DeMolay International

www.mademolay.org
The website of Massachusetts DeMolay

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Dear Brethren:

Thank you for your interest in the Order of DeMolay – a fraternal leadership training program and growth experience for young men aged 12-21 who believe in God and are of good moral character. Bringing DeMolay to your community is a GREAT IDEA that can provide endless benefits to your community.

This Chapter Start-Up Guide is an outline designed to assist you in following a logical, proven, step-by-step process, resulting in a successful new DeMolay Chapter.

There are five crucial components of a successful Chapter program: the Advisory Council, Administration, Programs, Membership, and Jurisdictional Programs.

You are probably anxious to get started; however, understanding these five areas of activity will help you plan to become a successful Chapter.

Please review this Chapter Start-Up Guide, and call me to arrange for an initial meeting to discuss the opportunity available to you.

I look forward to working with you in this important endeavor!

Sincerely and fraternally,

A handwritten signature in blue ink that reads "Brian S. Noble".

Brian S. Noble
Executive Officer for DeMolay in Massachusetts

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WHY DO YOU WANT TO HAVE A DEMOLAY CHAPTER?



This question might surprise you, but your motivation is of great importance to us!

There is only one good reason to start a DeMolay Chapter—to help young men become better.

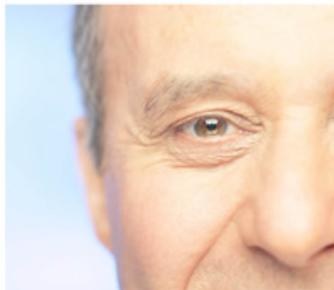
If you are going into it to relive your own youthful experience, or you want to bring younger members into your Lodge, you may be disappointed. Working with kids CAN make you feel younger, but DeMolay of today isn't like it was when you were a member, and it never will be the same again. This isn't good or bad—that's just the way it is.

The young men you work with in DeMolay should obtain a favorable impression of Freemasonry. They may, at some time, become a member of the Craft, but it isn't likely most of them will petition your Lodge. You will get some 18-21 year olds, perhaps, but until they are stable

in education and career and family, Freemasonry will likely be low on their priorities. But if they carry with them a basic understanding of what it is to live as a good, moral, conscientious citizen, it will make their eventual affiliation with the Fraternity a positive experience for them and their Lodge.

Once again, the only really good reason to start a DeMolay Chapter is to help young men become better.

DO YOU HAVE THE RESOURCES TO HAVE A DEMOLAY CHAPTER?



This is not about money—it is about what you will need to invest in DeMolay to have a successful Chapter.

You already have a place to meet. Are you comfortable sharing it with teenagers?

You have one or more members who want to serve as Advisors. Can you recruit 10 or more qualified adult leaders?

You have offered some time to do this—are you aware of the time it takes to coordinate the events of an active DeMolay Chapter? This can be an incredibly rewarding experience for you, if you have the time to let it be. It cannot be allowed to become a hassle, or too much work for one person.

It takes a **team** of adult leaders working together to create a nurturing and growing environment for the DeMolay program to succeed. Yes, there are some expenses, but as you will learn, these are the least of your worries.

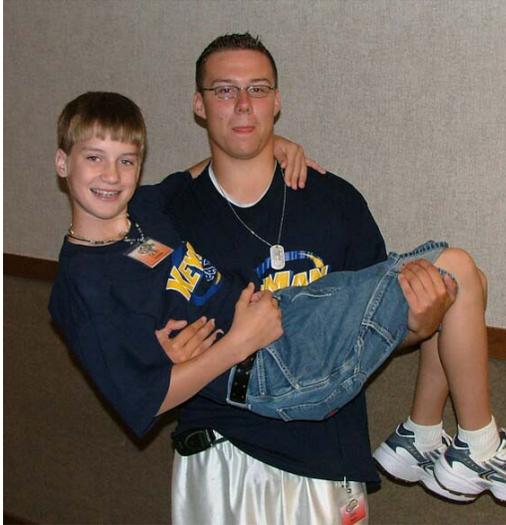
By now, you're probably very excited about the DeMolay program, and ready to go start recruiting members. In fact, you may already have some potential "recruits" lined up.



STOP!

Too many Chapters have recruited members first, based on enthusiasm, only to find that they have no program to offer them, and no Advisors to supervise them. The order of tasks outlined in this booklet is based on experience. **FIRST** establish a working Advisory Council and set up your basic operations. Only **AFTER** you have a corps of trained adult volunteers should you begin recruiting members. Younger teens will have very little patience with the amount of “waiting” and administrative detail involved in the early stages of Chapter organization. Plus, you won’t be able to hold Chapter activities until you have your Letters Temporary (like a driving “learner’s permit.”) You’ll be better off to bring them on board after these details are taken care of, and you’re ready to “hit the ground running” with fun activities for the members you recruit.

GETTING STARTED: BASIC INFORMATION



The Massachusetts DeMolay Mission Statement: The Mission of DeMolay International is "to teach leadership skills and help build character in young men, worldwide." In Massachusetts DeMolay, our Mission is to create new Chapters, and to provide support in membership recruitment and program planning to assist in the delivery of the character-building leadership experience that fulfills the DeMolay International Mission on a local level.

The DeMolay Experience: In DeMolay, every member is treated with dignity and respect. Lasting friendship and trust is encouraged between young men of diverse ages, economic backgrounds, social

environments and religious faiths. Discrimination is not tolerated in DeMolay.

Under the supervision of adult advisors, DeMolay builds confidence in each member through opportunities to learn leadership skills, increase civic awareness, accept personal responsibility as a way of life, and develop character traits based on ideals expressed in the DeMolay induction ceremonies. This is accomplished by participation in a variety of self-chosen and self-directed real-world applications that focus on reverence, patriotism and personal success.

The DeMolay Method: Delivering the DeMolay Experience to our members happens primarily on the local level. It requires a program implemented in a DeMolay Chapter by youth, under the supervision of adults. DeMolay is youth led, but adult guided. Adults who volunteer to serve are responsible citizens who willingly subject themselves to a comprehensive background check in order to work with the program. Advisory Councils guide local Chapters under the sponsorship of a recognized Masonic Body. The Council is charged with the duties of risk management, youth protection, financial oversight, and mentoring the officers and members of the Chapter to perform adult tasks of management, leadership, budgeting, and public speaking.

Young men in DeMolay learn leadership and management skills by creating and implementing a balanced program of social and service activities, fund-raising projects, sports events, and travel. In this process, they are guided to make decisions based on the principles taught in the various DeMolay Ritual ceremonies. A series of Obligatory Day Observances, required of all members, reinforce the principles of the organization. A program of awards and honors recognize achievement and success on a personal and Chapter level. Interaction, visitation and competition with other Chapters across the

commonwealth and throughout the world expand the local experience to fulfill the Mission of creating a worldwide brotherhood of friendship and trust.

The Advisory Council: The most important part of an ongoing successful DeMolay Chapter is the Advisory Council. This is a group of qualified, dedicated and trained adults who supervise a DeMolay Chapter's regular program.

1. *Recruitment:* The Advisory Council is made up of Masons, Senior DeMolays, parents, and any upstanding adult who is interested in working with youth.
2. *Training:* DeMolay International's training program is mandatory for all who wish to serve as advisors. It is a review of policy, procedure, and best practices in the operation of a DeMolay Chapter. Many advisors take the course more than once.
3. *Certification:* All Advisors willingly submit to a mandatory criminal background check to assure the safety of our youth.
4. *Advisory Council Meetings:* Every Advisory Council is required to meet monthly to discuss the operation of the Chapter, review past and future events, oversee the budget and review risk management procedures relating to all activities.

The Sponsoring Body: The Sponsor of a DeMolay Chapter provides the basic needs including a place to meet, adult leadership, financial, and moral support. The most successful Chapters maintain a strong relationship with their Sponsoring Body.

Administration: The proper administration of a DeMolay Chapter is vital. A smooth-running Chapter, with every person fulfilling their role, assures success. This is the responsibility of the Advisory Council.

1. *Financial Administration:* It is the responsibility of the Advisory Council to see that proper financial procedures are followed. These are outlined in another document, available from the Executive Secretary or in the Resources section of the website, www.mademolay.org.
2. *Risk Management:* Each adult involved with DeMolay should become familiar with the principles of Risk Management to assure the safety of the DeMolays. DeMolay International provides a *secondary* medical insurance policy and a liability insurance policy for all approved DeMolay activities. Additionally, each adult and DeMolay is required to receive annual training in



youth protection.

3. *Rules and Regulations:* DeMolay International has Bylaws and Rules & Regulations, which govern all DeMolay Chapters. Also, each Chapter has bylaws to govern the administration of their local DeMolay program.
4. *Membership Records:* Proper reporting of new members to DeMolay International is a necessary step to maintain risk management policies and to enact insurance coverages.



Jurisdictional Programs: DeMolay is divided into jurisdictions (usually States in the United States). The individual in charge of the jurisdiction is known as the Executive Officer. He is the chief administrator of your jurisdiction and, with his appointed staff, serves as a wealth of resources and information to assist you.

1. *Communications:* Massachusetts DeMolay has a e-newsletter called the *Massachusetts DeMolay Update*, a web page at www.mademolay.org, various mailings and other e-mail notices to keep local chapters up-to-date on jurisdiction policies, reports, programs and activities, etc.
2. *Jurisdictional Activities:* Massachusetts DeMolay sponsors special events such as an annual convention, athletic tournaments, leadership training conferences, membership class initiations, etc, to supplement the local Chapter program.
3. *Policies and Procedures:* Massachusetts DeMolay has its own policies, rules, and regulations in addition and supplemental to DeMolay International's. These are all posted on the website in the Resources section of www.mademolay.org

Membership Recruitment: Obtaining new members is the way we share DeMolay's teachings, its fraternalism, and its fun!

1. *Membership Eligibility:* For young men:
 1. Between the ages of 12 and 21.
 2. Of Good Character and Reputation.
 3. Who Believe in God, or a Supreme Being.
 4. Who Pass a Ballot (3 "black balls" or no votes required to reject)
2. *Sources of New Members:* Friends of members, Masonic references, teachers, clergy, and Rainbow Girls Assemblies, are all sources of prospective members. Prospect Parties are a proven method of introducing young men to DeMolay. Good recruitment

is a one-on-one approach: members must ask their friends to join. A Masonic relationship is **not** required.

3. *Fees:* The Chapter must establish the Lifetime Membership Fee to join a Chapter. DeMolay does not have annual dues and the membership fee is a one-time charge. The membership fee should not be considered a fund raising tool to maintain the chapter. The average membership fee in Massachusetts is \$50.
4. *Ceremony of Induction (also known as the Initiation):* It is the responsibility of the Advisory Council to see that each application (also known as a petition) for membership is received and properly balloted on. Each approved applicant will be obligated by the local Chapter as a member and will have numerous opportunities to view or participate in the traditional degree conferrals.
5. *Orientation:* The new member should go through an orientation program designed to educate him about DeMolay, the induction ceremonies, Chapter protocol, history, etc. An orientation program is available from DeMolay International.

Program of Activities: To help maintain a DeMolay's long-term interest in the Chapter, there are several key programs that must be included in your plans.

1. *Activities:* A DeMolay Chapter should have a well-rounded program of social, athletic, and service activities.
2. *Ritual:* The use of ceremonies for opening meetings, induction of new members, installation of officers, and presentation of awards is an important part of the DeMolay experience, and builds confidence while teaching public speaking skills.
3. *Fund-raising:* A Chapter should be self-sufficient, not relying on the donations of organizations and individuals for its activity expenses. A well-designed fund-raising program can supply the needs of the Chapter as well as afford a charitable outreach by the members.
4. *Communications:* Communicating to members and parents in writing is the key to the success of your Chapter, and you should publish calendars, newsletters, and even a website to keep them aware of events, activities, etc.

This CHAPTER START-UP GUIDE is specifically designed to help you achieve success *in the start-up process*. Achieving success in the operation of your Chapter will come with further education and experience. The Executive Officer, and staff of Massachusetts DeMolay, will guide you in your program development *during* the start-up process to help insure your success. We often recommend that a group of potential advisors be recruited, and participate in the DeMolay Advisory Development training program, along with several officers of the potential Sponsoring Body, **before** any commitment is made to start a Chapter. This way, everyone will know, in advance, the time and effort that will

be required to succeed.

STEP-BY-STEP: TO A SUCCESSFUL NEW CHAPTER

The process described in this booklet is general in nature and is designed to cover most situations. The process includes:



STEP 1 - INVESTIGATING THE POTENTIAL



The establishment of a DeMolay Chapter is an important undertaking, and it must be done properly to insure its future success and operation. Once an intent or desire to establish a DeMolay Chapter is expressed, the DeMolay Executive Officer for the Jurisdiction of Massachusetts must be contacted so he can help you follow the procedures and policies outlined here. The Executive Officer for

Massachusetts is the official representative of DeMolay International and is responsible for the administration of DeMolay in this jurisdiction. His staff includes an Executive Secretary, Deputy Executive Officers, and Program Directors who act at his direction while conducting the business of DeMolay in Massachusetts. When writing to the Executive Officer concerning DeMolay programs, use the following address:

186 Tremont Street, Boston, MA 02111-1095, 617-426-6040 x4231

A new Chapter is defined as one that is established to serve a community where there has never been a DeMolay Chapter before, or where there has not been a DeMolay Chapter for at least five years. A reinstated Chapter is one that is formed in a community where a Chapter was in existence and operating within the previous five years. A reinstated Chapter may operate under the old Charter instead of Letters Temporary, but in either case the process to be followed is the same.

Your FIRST STEP is to contact the Executive Officer and establish a meeting with him to review the resources available and the probability of success of your Chapter. Our mutual goal is to serve youth with a first-class program. Anything less than that is doomed to failure.

Included in this summary you will find a basic step-by-step procedure for reinstating or establishing a new Chapter. There are many additional sources of information that will help you in promoting and organizing your Chapter, and they include the DeMolay Leader's Resource Guide, the Bylaws, Rules and Regulations of DeMolay International, the websites of both DeMolay International (www.demolay.org) and Massachusetts DeMolay (www.mademolay.org), the Ritual of the Order of DeMolay, the Monitor of Ceremonies (public), the Massachusetts DeMolay Handbook, and the Massachusetts DeMolay Roster of Chapters.

STEP 2 - SECURING A SPONSORING BODY

A. Once you and the Executive Officer agree that the potential for success is high, you may proceed to secure a body of Masons who will accept the responsibilities of sponsorship of a DeMolay Chapter. A sponsor for a DeMolay Chapter could fit into any one of the following categories:



1. Any organization composed exclusively of Master Masons may sponsor a Chapter. Most often this will be a Blue Lodge, although in some cases it is done by the York Rite, Scottish Rite, Shrine, Grotto, a High Twelve Club or a Tall Cedars Forest.

2. If no such organization is available for the sponsorship of a Chapter in a given locality, a group of Masons, forming a club to act as sponsor for the Chapter, *may* be accepted by the Executive Officer.

3. Joint sponsorship may be undertaken by two or more Masonic groups such as two Blue Lodges in the same city or in adjacent cities, a Royal Arch Chapter and a Blue Lodge, or any other combination that will share the responsibilities of sponsorship.

B. Whatever sponsoring group is obtained, it must officially adopt a "Resolution to Sponsor a Chapter of the Order of DeMolay." That resolution is a part of the Petition for Letters Temporary, which is discussed later.

C. By agreeing to sponsor a DeMolay Chapter, the officers and members of the Masonic organization accept the following responsibilities:

1. Providing a proper place for the Chapter members to meet.
2. Organizing and maintaining an active Advisory Council.
3. Supervising the Chapter through the Advisory Council.
4. Guiding the development of the Chapter and its members.
5. Assisting the Chapter in acquiring the proper regalia and storing the same.

STEP 3 – FORMING AN ADVISORY COUNCIL

- A. At the time of adopting the "Resolution to Sponsor," the sponsoring body nominates one Master Mason to serve as the Organizing Chairman of the Advisory Council.
- B. An Advisory Council must include at least three Master Masons and we recommend that it initially consist of a minimum of 10 total members. Others who are eligible to serve include former members of the Order of DeMolay, (known as Senior DeMolays,) parents of members, and any interested *and* qualified adult.
- C. All members of the Advisory Council are officially appointed by the Executive Officer. The Executive Officer can remove or replace Advisors on the Advisory Council at any time. Normally the term of office on an Advisory Council is one year.
- D. Before anyone is appointed to serve as an Advisor he or she must file an Adult Worker Profile and permit the completion of a comprehensive criminal background check. We are committed to providing proper and safe supervision for the young men who are active in the DeMolay program, and this background check is mandatory. Also, all potential Advisors must complete the DeMolay Advisor Development (DAD) training program.
- E. Once trained, the Advisory Council may choose to adopt Council bylaws, and usually elects its officers-- a Chairman (who must be a Master Mason) a Chapter Advisor (who must be either a Mason or a Senior DeMolay) and a Council Secretary. Some Chapters have a Vice-Chairman, and an Assistant Chapter Advisor. All other Advisors are given a responsibility in a general area such as Ritual, Membership, Athletics, Civic Service, Finance, Activities, etc. (Full details can be found in the DeMolay Leader's Resource Guide.)



STEP 4 - PETITIONING FOR LETTERS TEMPORARY

When the sponsoring body has formally decided to sponsor a DeMolay Chapter and has selected an Advisory Council, it will be necessary to apply for Letters Temporary. The Resolution to Sponsor and Petition for Letters Temporary must be filled out and forwarded to the Executive Officer along with a check for **\$250.00**, payable to **DeMolay International**. This petition, along with the individual Advisory Council Registration Forms, Adult Worker Profiles, Authorizations for Background Check and appropriate fees, should be forwarded to the Executive Officer for his approval. When he approves the request, he forwards these documents to the Grand Secretary's office at the DeMolay Service and Leadership Center in Kansas City, Missouri.

Letters Temporary will be issued and forwarded to the Executive Officer. This document is a temporary authorization by DeMolay International for the Executive Officer to allow the Advisory Council to select and obligate or induct the original members of the Chapter. The Letters Temporary document is like a driver's permit, and expires at the end of eight months from the date of issuance. They can be extended only once. At the same time that Letters Temporary are forwarded to the Executive Officer, certain supplies and sample items are forwarded to the newly appointed Chapter Advisor. These materials include a Ritual and a copy of the Bylaws, Rules and Regulations of DeMolay International, and other resources that will help in the institution of the Chapter. Additional copies of these resources may be purchased.

Selecting A Chapter Name: Most new Chapters are named for the city or area where they are located. If this is a second Chapter in a city where the city name has already been used, then consideration can be given to historic names. A name should be carefully selected for permanency, and should be meaningful to the young men. A DeMolay Chapter cannot be named for a living person. The Chapter name must be approved by the Executive Officer. Currently, the following Chapter names are in use in Massachusetts:

South Shore Chapter
North Shore Chapter
South Coastal Chapter
Old Colony Chapter

Middleborough
Chapter
Phoenix Chapter
Lowell Chapter

Worcester Chapter
J.G. Whittier Chapter
David Allen Hill Chapter
Cape Cod Chapter

STEP 5 – GETTING ORGANIZED

Prior to Institution a number of steps must be taken:

Membership Fee: The Advisory Council should establish a Membership Fee, which must be paid by all new members prior to their induction. All new Chapters must be established on a Life Membership fee basis. The average Life Membership fee is between \$50.00 and \$75.00. Upon the initiation of each candidate, DeMolay International collects a lifetime fee of \$35.00, which provides for their enrollment, membership card, membership patent, and Leader's Resource Guide. The remainder of the fee charged by the Chapter is to be placed in a Life Membership account, which is established as a special savings account for the Chapter. The purpose of the Life Membership account is to provide for long-term financial stability for each Chapter. Chapters are not permitted to charge annual dues. Instead, the money deposited in the Life Membership account should be withdrawn gradually, usually once a year at the beginning of the calendar year to help pay for annual insurance fees, and state endowment fund assessment.



Chapter Bylaws: Each Chapter shall adopt uniform bylaws as set forth in the Bylaws, Rules and Regulations of DeMolay International. The Chapter members may adopt additional bylaws, if they are not inconsistent with the regulations established by DeMolay International, and if they are approved by the Executive Officer. Before the Chapter is Instituted, the Advisory Council should adopt these uniform bylaws containing the specifics dealing with their Chapter, and provide copies of them to each new member. **By adopting these bylaws you will be establishing the day, time and location of your Chapter's regular meetings, and other basic rules for the Chapter.** Once the Chapter is Instituted, only the members, or the Executive Officer, may amend the bylaws.



Chapter Regalia and Supplies: There are some supplies and some regalia items that are absolutely essential for beginning a Chapter. Some items are necessary in the long term, and others are completely optional. Several items can be substituted, and others can be locally made. Some items must be locally made, as they are not available from any supply house. See the Appendix for a list of these items.

STEP 6 – RECRUITING MEMBERS

Selecting the Members: The minimum number of members for the establishment of a new Chapter is 15, but we strongly recommend a minimum of 25.

Eligibility for membership is limited to boys between the ages of 12 and 21 years of age who believe in God and are of good moral character. Since there are no members of the Chapter at this time, the Advisory Council selects and approves the Applications for Membership of the initial class.



Each member must be sponsored by a Master Mason, however he need not be a relative of a Master Mason. **The Order of DeMolay accepts members of all races, colors, religions, creeds and economic background who meet the above criteria.** Each candidate must fill out an application, be interviewed in their home with their parents, by a team of Advisors, and the Advisory Council must vote on the applications. While the Instituting Class must have a *minimum* of 15 members, there is no maximum number set. Detailed information on how to run a membership recruitment drive is available from the Executive Secretary.

Induction: New members should be inducted in full ritualistic ceremony, and the State Officers are prepared to make this happen for you. In some cases, it may be advisable to obligate members prior to receiving the Degrees. Your Deputy Executive Officer will advise you of the best procedure for your Chapter.



The Initiatory Degree and the DeMolay Degree must be conferred by DeMolays from memory, and can be arranged for conferral at your Chapter's meeting location, or you can arrange to take the candidates to another Chapter's degrees for courtesy work. Additionally, the State Officers confer occasional "statewide" classes, and you can take candidates for initiation at those degrees.

Orientation and Education: New members benefit from an organized process of Orientation during the joining process. Instruction in basic Chapter operations, history, and customs of the Order make them feel a part of something special. Continuing education about the DeMolay program can be worked into every meeting with the members. The Leadership Correspondence Course is a great way for members to become familiar with the many programs DeMolay has to offer to them.

Selection of Chapter Officers: The first set of Chapter Officers may be selected by the Advisory Council, or elected by the new members. Where the new members know

each other well, and there are several obvious leaders among the group, it is generally better to have them elect their own officers. It is important to have a strong group of Councilors when starting a new Chapter. While none of the Councilors will have the experience that will help future officers, good leaders can generate enthusiasm for new programs.



STEP 7 – INSTITUTION AND FIRST INSTALLATION OF OFFICERS



Institution Ceremony:

Institution of the Chapter takes place when at least 15 new members are initiated, and officers are elected and installed. Upon Institution the Letters Temporary document is delivered to the Chapter. This shall serve as their temporary official authorization to work as a Chapter, and should be displayed at every regular meeting.

A formal Ceremony of Institution should take place on a day that includes the Installation of Officers and Installation of the Advisory Council, and presentation of the Letters Temporary. The Institution will normally be presided over by the Executive Officer or his designated representative.

Institution and Installation: The day of Institution should include a program of both the Installation of the Chapter Officers, and the Installation of the Advisory Council. The installation of officers must be performed from memory by State Officers, or a group selected with the help of the Executive Officer. The installation of the Advisory Council should be performed by the Executive Officer or his designated representative. If organized properly, the day of Institution can be a big affair for your Chapter, involving officials of the local government, representatives of local religious groups, leaders of local Masonic bodies and coverage by local news media. The success of the day of Institution often sets the tone for the Chapter's future. Every effort should be made to make this a "first class" program. The highlight of the program is the presentation of the Letters Temporary by the Executive Officer or his representative to the Advisory Council and the Chapter signifying their official institution as a full-fledged Chapter of the Order of DeMolay.

Step 8 – PROGRAM EXECUTION



Following the Institution, you have an official Chapter! The next goal is to receive your Charter.

The way to do this is to operate properly as a Chapter for a minimum of 6 months, with a good term plan and a well-rounded calendar of activities.

We have many good resources to help you with this, and the DeMolay Leader's Resource Guide is one of the best.

Your Deputy Executive Officer will work with you to see that you achieve the necessary success.

Step 9 – CHARTERING

A Charter is not issued to a Chapter until it has, by actual conferral of degrees and by the conduct of its affairs, shown that there is a reasonable certainty that the Chapter will be successful and permanent. Proof of a continuing membership growth program is essential. The minimum time period that must pass is six months, however, it is not unusual for a year or more to elapse before a Charter is granted. Issuance of a Charter is based on the recommendation of the Executive Officer, and he will make that recommendation when he is certain that the Chapter will flourish. There are several steps to be taken when a Charter is to be issued and they are detailed in an Executive Officer Policy Statement.



ORGANIZING YOUR NEW DeMOLAY CHAPTER A Step-by-Step Program

(follow in order, and do not skip any steps)

1. Potential for Success

- _____ Discuss the development potential of a new DeMolay Chapter in your community with the Executive Officer or his representative.

- _____ Conduct an informational program about the values of the DeMolay program and how it can benefit your community. This can be done at a Lodge meeting or some other gathering of Masons.

2. Sponsorship

- _____ Secure a Sponsoring Body by explaining the duties and responsibilities of sponsorship. The Sponsoring Body should pass a formal Resolution of Sponsorship citing the members' support for the program.

- _____ Fill out the Resolution of Sponsorship/Petition for Letters Temporary.

3. Advisory Council

- _____ Select an Advisory Council of at least 3 Master Masons and 15-20 total members. Additional Advisors may be Master Masons, Senior DeMolays, parents of members or local adult leaders who would be an asset when working with youth. Each person submits the Individual Advisory Council Registration Form and Adult Worker Profile and the appropriate fees.

4. Letters Temporary

- _____ Select a Chapter name.

- _____ Conduct Advisor Training Sessions.

- _____ Forward the following, with proper fees, to the Executive Officer, or his designated representative:
 - Resolution of Sponsorship/Petition for Letters Temporary - \$100.00

 - Advisory Council Certification - fee for each Advisor annually.

- Adult Worker Profile and Authorization for Criminal Background Investigation. (Note that the \$48.00 per person cost for Criminal Background checks is paid by the DeMolay Foundation of Massachusetts)
- (Make all checks payable to **DeMolay International**)

5. Getting Organized

- A. _____ Review materials received resulting from issuance of Letters Temporary to Executive Officer.
- B. _____ File IRS Form SS4 to receive Tax ID number, required before opening any financial accounts.
- C. _____ Establish the Chapter Initiation fee.
- D. _____ Adopt uniform bylaws for the Chapter.
- E. _____ Establish Checking, Life Membership and other desired financial accounts.
- F. _____ Plan the Day of Institution Program.
- G. _____ Acquire needed Chapter supplies.
- H. _____ Prepare a basic term plan of activities.

6. Recruiting New Members

- A. _____ Organize a membership drive for initial class of members.
- B. _____ Sign up, interview and approve petitioners.
- C. _____ Initiate new members.
- D. _____ Report new initiates to DeMolay International on Form 10's.

7. Institution and Installation

- A. _____ Select Chapter Officers and begin planning activities and programs.
- B. _____ Hold Institution Program, including:
 - Installation of Officers
 - Installation of Advisory Council
 - Institution Ceremony
 - Dinner or Dance - optional

8. Program Execution

- A. _____ Begin to conduct business as a full-fledged DeMolay Chapter.
- B. _____ Plan a new membership drive to begin a program of growth for your Chapter.

9. Chartering

- A. _____ Review requirements for receiving Charter.
- B. _____ Plan public presentation and celebration.

1st Advisory Council Meeting

Agenda

1. Open with prayer
2. Review requirements for adult service.
3. Adult worker profiles completed by each Advisor and given to Chairman.
4. Advisor Registration forms completed by each Advisor and given to Chairman.
5. Review Advisory Council positions and duties.
6. Assign Advisory Council Positions:

Chairman	_____
Chapter Advisor	_____
Assistant Chapter Advisor	_____
Council Secretary	_____
Scribe Advisor	_____
Treasurer/Treasurer Advisor	_____
Membership Advisor	_____
Athletics Advisor	_____
Awards Advisor	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. The Chapter's name will be: _____
(pending later approval by members)
8. Resolution to Sponsor completed with \$250 fee enclosed *(payable to DeMolay International)*.
9. Chapter Life Membership Fee will be: \$ _____
10. The Advisory Council will be monthly on _____ at _____.
(date[s]) (time)
11. The Chapter will hold stated meetings on _____ at _____.
(date[s]) (time)
12. _____ was assigned to write the draft Chapter by-laws.
13. _____ was assigned to obtain Chapter regalia.
14. _____ was assigned to set up the Chapter bank account.
15. _____ was assigned to obtain Chapter supplies.
16. The Advisory Council will be DAD trained on _____ at _____.
(date, time) (location)
17. Advisors are asked to gather names and addresses of young men meeting eligibility requirements.
18. Next Advisory Council meeting set for _____.
19. Closing prayer

2nd Advisory Council Meeting

Agenda

1. Open with prayer
2. Old business
 - a. All necessary information mailed to Executive Officer following last meeting.
 - b. Supplies ordered from MA DeMolay/DeMolay International received.
 - c. Chapter bank account established.
 - d. Council read and approved Chapter by-laws.
 - e. Chapter regalia obtained (see regalia list).
3. New Business
 - a. Potential names lists gathered and reviewed by all present.
 - b. Timeline for recruitment set as follows:
 - c. All names/addresses submitted for invitation mailing by _____.
(date)
 - d. Prospect event will be held on _____ at _____.
(date, time) (location)
 - e. Second prospect event will be held on _____ at _____.
(date, time) (location)
 - f. First stated meeting will be held on _____.
(date)
 - g. First Induction ceremony will be held on _____.
(date, time)
 - h. _____ will be held on _____ at _____.
(fun event) (date, time) (location)
 - i. _____ will be held on _____ at _____.
(fun event) (date, time) (location)
 - j. Supervision and transportation assigned for each of the above events.
 - k. Other responsibilities (refreshments, decorations, invitations, etc.) assigned for above events.
4. Next Advisory Council meeting set for _____.
5. Closing prayer

Sample Chapter Bylaws

BY-LAWS OF

_____ Chapter
Order of DeMolay

Name of Chapter. This Chapter, under Charter (or Letters Temporary) from DeMolay International, known as _____ Chapter of the Order of DeMolay, shall be governed first by the Rules and Regulations of DeMolay International; and second, by the following by-laws:

ARTICLE I

Meetings. Section 1. The stated meetings of the Chapter shall be held at _____ on the _____ and _____ of each month at _____ o'clock p.m.

ARTICLE II

Term of Office. Section 1. The Master Councilor, Senior Councilor, and Junior Councilor of the Chapter shall be elected every six (6) months on the _____ day of _____ and _____.

ARTICLE III

Fees. Section 1. The initiation fee for the degrees in this Chapter shall be \$ _____, and must accompany the application for membership.

Section 2. The fee for affiliation in this Chapter shall be \$ _____.

Section 3. The Life Membership in this Chapter shall be \$ _____.

ARTICLE IV

Amendments. Section 1. Proposed amendments to these bylaws must be presented to the Chapter, in writing, at a stated meeting. The proposals must be held over for a minimum of one month, and acted upon at a subsequent stated meeting. Amendments must be approved by a 2/3 vote of the members present and voting.

Section 2. Changes to these by-laws do not become effective until reviewed and approved in writing by the Executive Officer for Massachusetts.

Section 3. Any provision of these by-laws that is in conflict with the Rules and Regulations of DeMolay International, or the By-laws and policies of Massachusetts DeMolay, shall automatically be null and void.



RESOLUTION TO SPONSOR A DeMOLAY CHAPTER
(and Petition For Letters Temporary)

To the Grand Master and Members of the DeMolay International:
Brethren, be it resolved that:

_____ (Full name of Sponsoring Body)

located at

_____ (complete mailing address)

which is a recognized Masonic Body, chartered by the

_____ (Name of Grand Body)

a body composed exclusively of Freemasons, or an Advisory Council selected by the Executive Officer, wishing to exert our best endeavors to promote the principles of the Order of DeMolay, we are desirous of sponsoring a Chapter of the Order of DeMolay, to be named

_____ Chapter, Order of DeMolay,

located at _____, Massachusetts
(City)

On behalf of the Advisory Council and members of such Chapter, it is promised that if Letters Temporary are granted, said Chapter will be supported and maintained under the Bylaws, Rules and Regulations of DeMolay International, and that the authority of DeMolay International will be recognized and its allegiance maintained.

We nominate and recommend as members of the Advisory Council for said Chapter the persons listed on the attached certifications, all of whom are members in good standing of the Masonic Fraternity, or are approved by the Executive Officer to serve.

We therefore respectfully request that you grant to this petitioner, acting as a sponsor, Letters Temporary for said Chapter and attach hereto the remittance of One Hundred Dollars (\$100).

_____ Presiding Officer

_____ Secretary

_____ Mailing Address of Secretary
SEAL OF PETITIONER

_____ City, State, Zip

By virtue of my signature below, I approve of this Resolution of Sponsorship: *(check one)*

_____ and request that Letters Temporary be granted.

or

_____ and request that this Sponsoring Body (replace)(be added to) the sponsor(s) of record.

Approved By _____
Executive Officer of DeMolay in Massachusetts

_____ Date

DeMolay Chapter Regalia & Supplies



ITEMS THAT ARE CONSIDERED IMMEDIATELY ESSENTIAL:

Regalia:

US Flag and Stand
Altar Bible
Chapter Gong or Bell
7 Candlesticks
2 Gavels (east and west)
Crown of Youth, Cushion and Set of Jewels
DeMolay Degree Costumes and props (refer to Ritual of Secret Work)

Books and Supplies:

It is recommended that each DeMolay have a DeMolay Leader's Resource Guide, a Ritual and a Merit Bar Booklet. Each Advisor should have a Leader's Resource Guide and a Ritual. The Chapter Advisor, Chairman, Scribe, Treasurer and each Councilor should have a copy of the Bylaws, Rules and Regulations of DeMolay International.

Leaders' Resource Guide
Bylaws, Rules and Regulations of D.I.
DeMolay Ritual
Applications (available from PA DeMolay)
Form 10 Reports
Attendance Register
Minutes Book
2 Chapter Accounts Books
Financial Report Forms
Receipt Books
Chapter Seal



**ITEMS THAT ARE CONSIDERED
NECESSARY LONG TERM:**

Ballot Box, White Balls and Black Cubes

**ITEMS THAT ARE CONSIDERED
OPTIONAL:**

DeMolay Flag and Pole
Chapter Banner and Pole
Altar Cloth
7 Preceptor Stands
Preceptor Cloths
Bible Marker
Marshal's Baton
Officers Capes
Chapter Officer Jewels

NOTES

Thank you for your interest in

